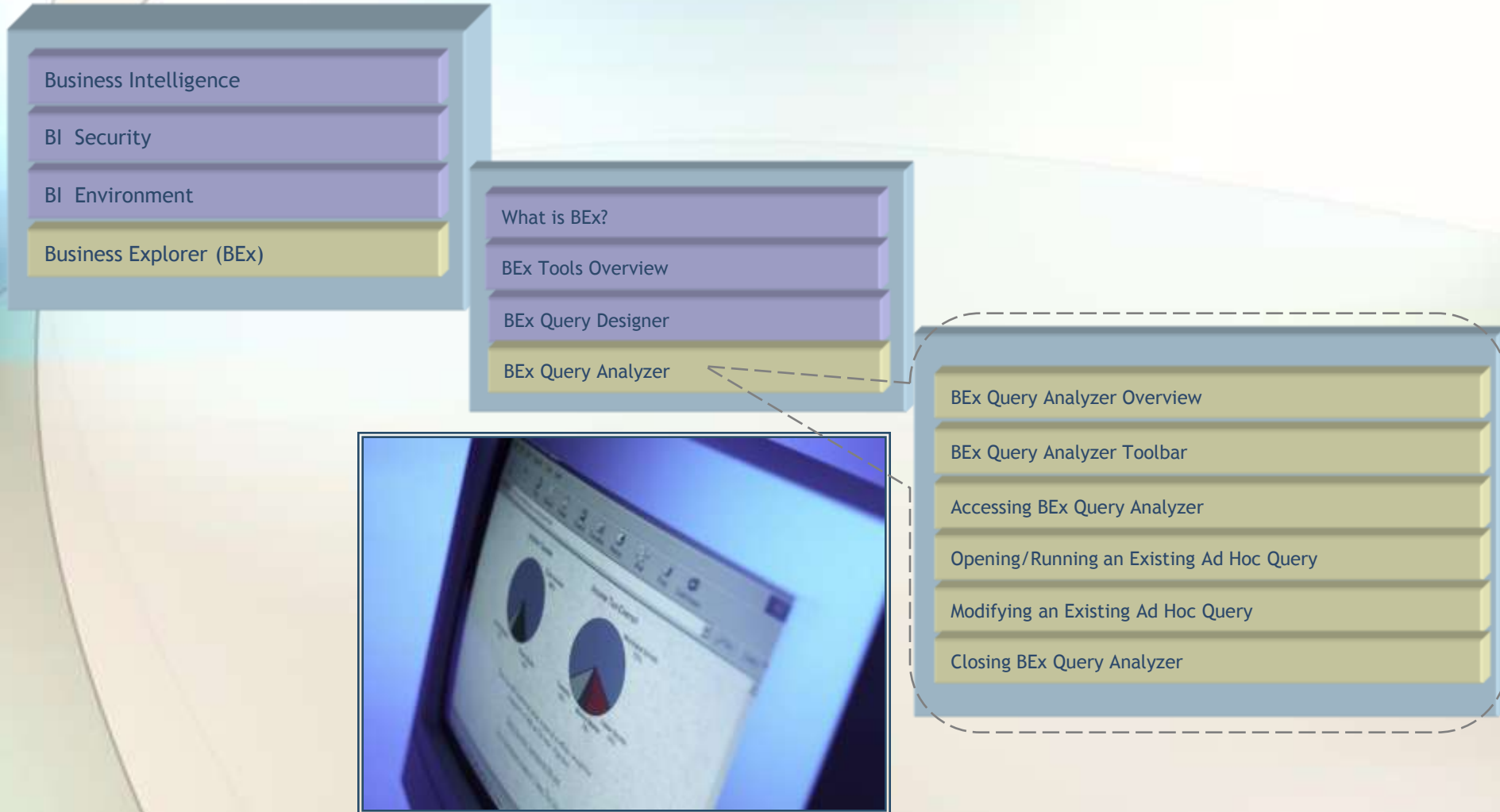**HR**
WSD **Personnel**

SAP Business Intelligence Reporting

BEx Query Analyzer

Washington State HRMS Business Intelligence (BI)
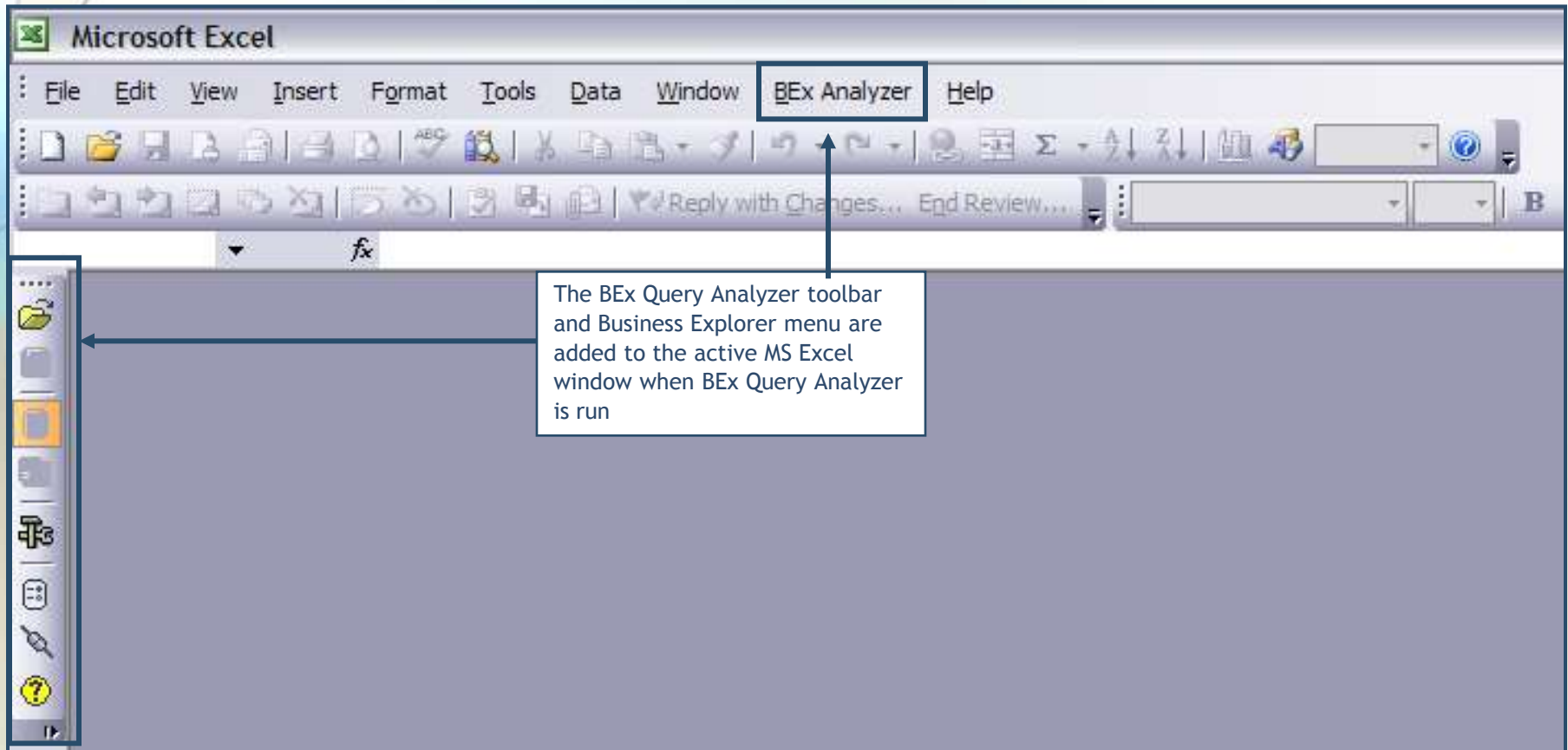BI Power User Workshop Materials

General Topics – BI Power User

BEx Query Analyzer

The following section provides an overview of BEx Query Analyzer.

Business Intelligence

BI Security

BI Environment

Business Explorer (BEx)

What is BEx?

BEx Tools Overview

BEx Query Designer

BEx Query Analyzer

BEx Query Analyzer Overview

BEx Query Analyzer Toolbar

Accessing BEx Query Analyzer

Opening/Running an Existing Ad Hoc Query

Modifying an Existing Ad Hoc Query

Closing BEx Query Analyzer

BEx Query Analyzer Overview

BEx Query Analyzer is a tool used to analyze ad hoc query results in MS Excel and is part of the BEx suite of tools. BEx Query Analyzer can be used to run ad hoc queries and opens BEx Query Designer to create and modify ad hoc queries.

The BEx Query Analyzer toolbar and Business Explorer menu are added to the active MS Excel window when BEx Query Analyzer is run

BEx Query Analyzer Overview, Cont…

BEx Query Analyzer uses MS Excel to display query results. From MS Excel, users can sort, filter, drillup or drilldown on ad hoc query results. The example below uses a sample ad hoc query to display elements of query results from BEx Query Analyzer:

BEx Query Analyzer Toolbar

Query Name

Author ROSEANNAK

Navigation Block

Characteristics (rows)

Key Figures (columns)

Query Results

RK_Demo_Query

Chart   Filter   Information

Table		
Personnel Area	Ethnic Origin	Number of Employees
Dept of Personnel	10/Not assigned	10
	White/Not Hispanic origin	119
	Black/Not Hispanic origin	10
	Hispanic	4
	Asian or Pacific Islander	10
	American Indian/Alaskan	4
	Result	157
Overall Result		157

BEx Query Analyzer Overview, Cont...

The Context Menu for query results can be opened using right mouse-click on an object in the query (such as a Characteristic or Key Figure).

The Context Menu can be opened using right mouse-click.

BEx Query Analyzer Toolbar

Following is a quick reference to functionality of the toolbar options available through the BEx Analyzer reporting screen:

ⓘ Note: These options are also available from the Business Explorer menu.

Save

Change
Variable

Global
Settings

Help

Open

Refresh
Query

Tools

System
Information

BEx Query Analyzer Toolbar, Cont...

The table below describes the toolbar functionality in more detail.

	Open	Open an existing *workbook or query or to define a new query in an InfoProvider.
	Save	Save a *Workbook or query results.
	Refresh	Refresh the query results. Note: A query can only be refreshed if a connection exists between BEx Analyzer and the Business Information Intelligence Server.
	Change Variable	Access the variable selection screen.
	Tools	Launch a query in the Web browser, launch BEx Query Designer, insert a query (to attach multiple queries in one worksheet), copy a query to a new worksheet location, remove a query, remove/delete/detach queries in a *workbook or set SAP password protection on a query.
	Global Settings	Pause the automatic refresh of the query, terminate the connection between the query and the BI server connection, display the BI server information, perform various tasks on a new *workbook when it's embedded, apply a permanent *workbook template, turn the OLAP functions for right mouse clicking on or off, suppress warnings from the server, trace and display activities performed by a query.

*Workbooks is an advanced topic and will be posted as a supplemental to the Business Intelligence Workshop materials as they become available.

Continued...

## Toolbar Functionality, cont...

	System Information	Displays information about the system.
	Help	Link to Business Explorer on-line help.

# Accessing BEx Query Analyzer

To access BEx Query Analyzer:

1. Logon to the HRMS Business Intelligence via SAP GUI as described in the Business Explorer (BEx) module.

2. Double-click the "Start the Business Explorer Analyzer" link.

It may be necessary to click on the User Menu icon to display the user menu screen.

Continued...
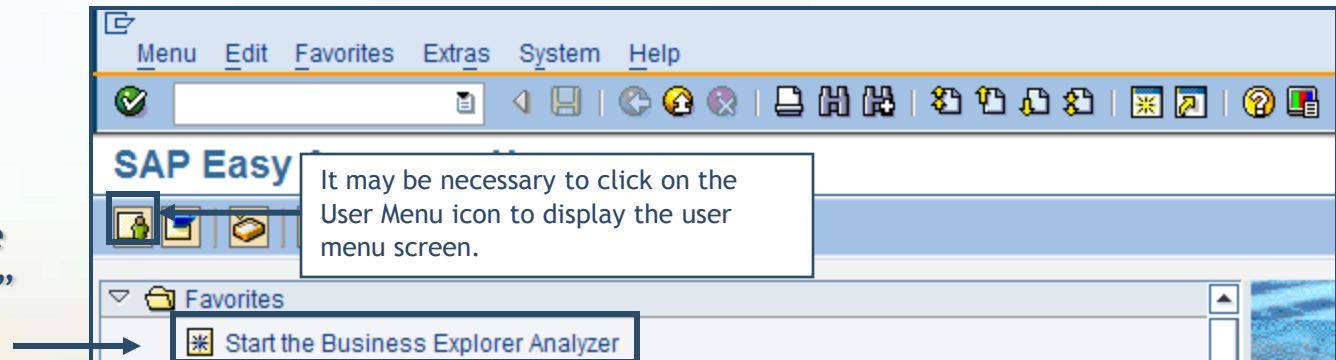
Accessing BEx Query Analyzer, Cont...

Result: BEx Query Analyzer will be opened in MS Excel with the Business Explorer menu and BEx Query Analyzer toolbar enabled.

Business Explorer Menu

BEx Query Analyzer Toolbar
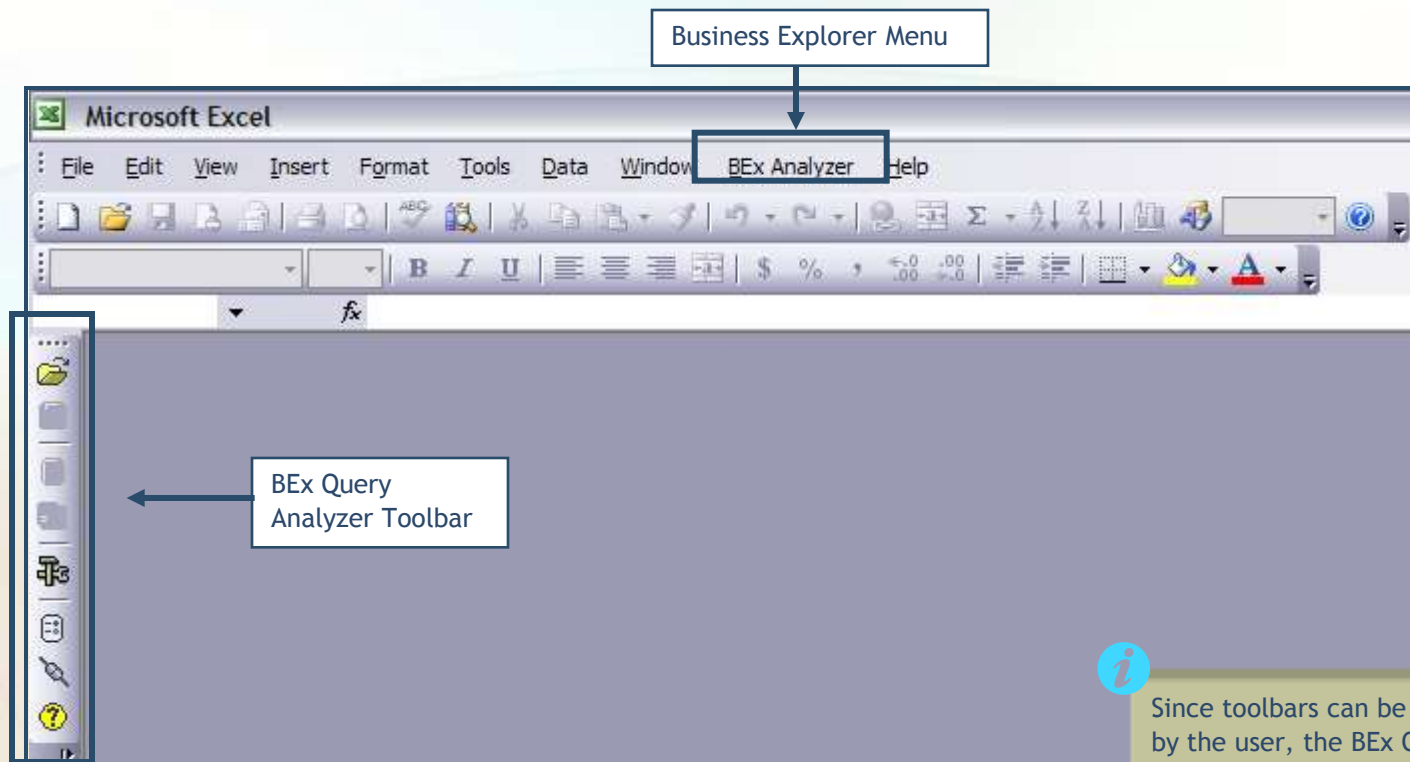
Since toolbars can be moved by the user, the BEx Query Analyzer toolbar may be in a different location on the MS Excel screen

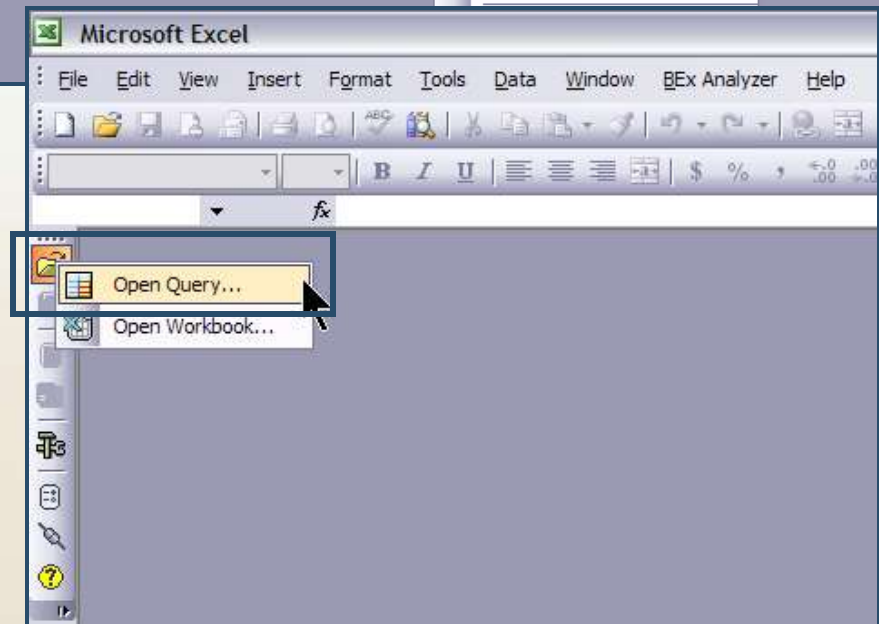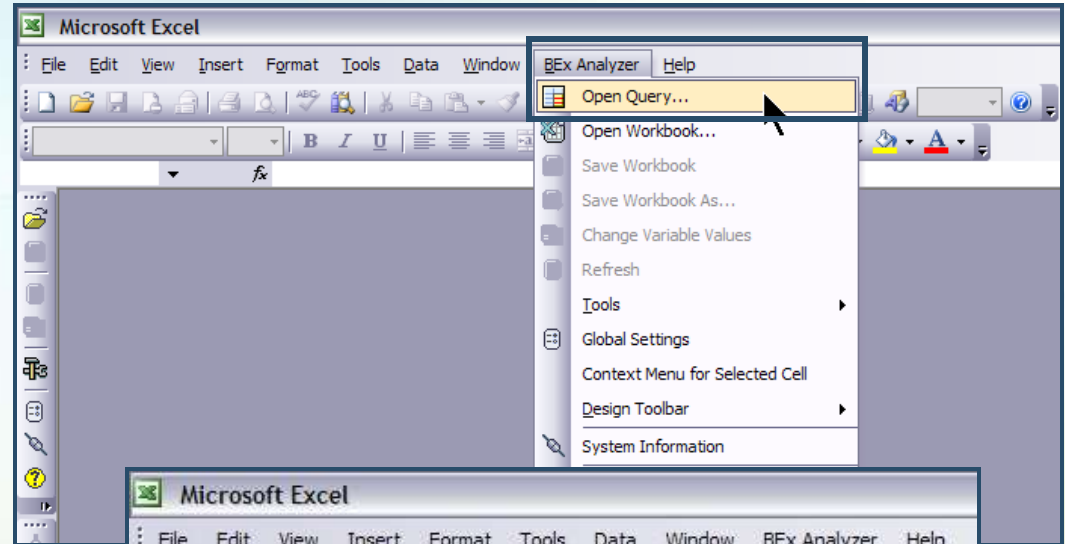# Opening/Running an Existing Ad Hoc Query

The example below uses a sample query, "Demo Basic Query", to show how to open and run a query from BEx Query Analyzer.

To open and run a query:

1. Click Business Explorer from the menu.

2. Select Open Query.

OR

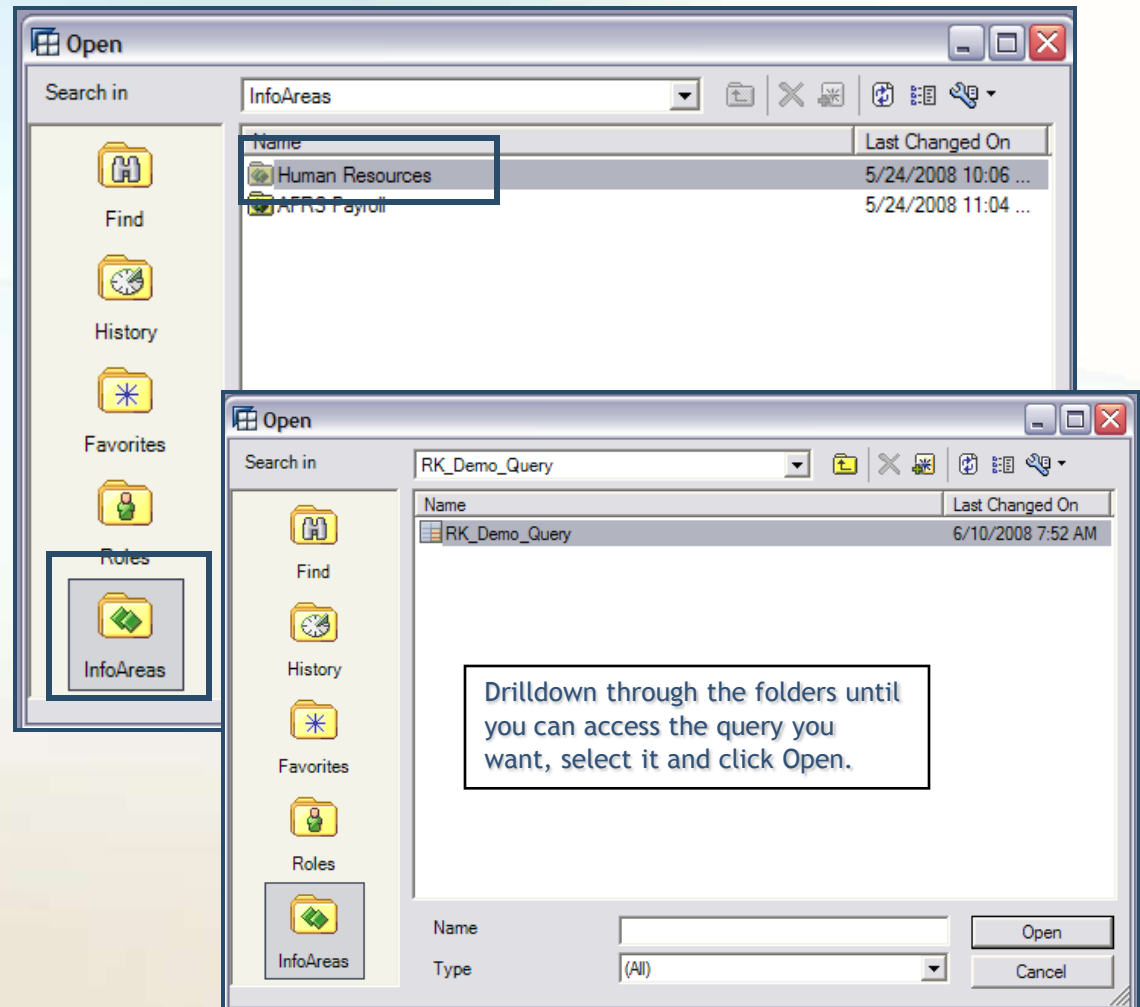1. Click the Open 📁 icon from the BEx Query Analyzer toolbar.

2. Click Open Query.

Opening/Running an Existing Ad Hoc Query

Result: The SAP BEx: Select Query screen will be displayed.

3. Click the InfoAreas tab of the Select Query screen.

4. Expand the Human Resources InfoArea.

5. Expand the Personnel Administration InfoArea.

6. Expand the Headcount and Personnel Actions InfoCube.

7. Select the sample query ("RK_Demo_Query").

8. Click Open.

Drilldown through the folders until you can access the query you want, select it and click Open.

Continued...

Opening/Running an Existing Ad Hoc Query, Cont...

10. Enter query Variables.

11. Click the OK button.

Result: The sample query results are displayed.

Modifying an Existing Ad Hoc Query

The example below uses a sample query, "Demo Basic Query", to show how to open BEx Query Designer to modify an existing ad hoc query from BEx Query Analyzer.
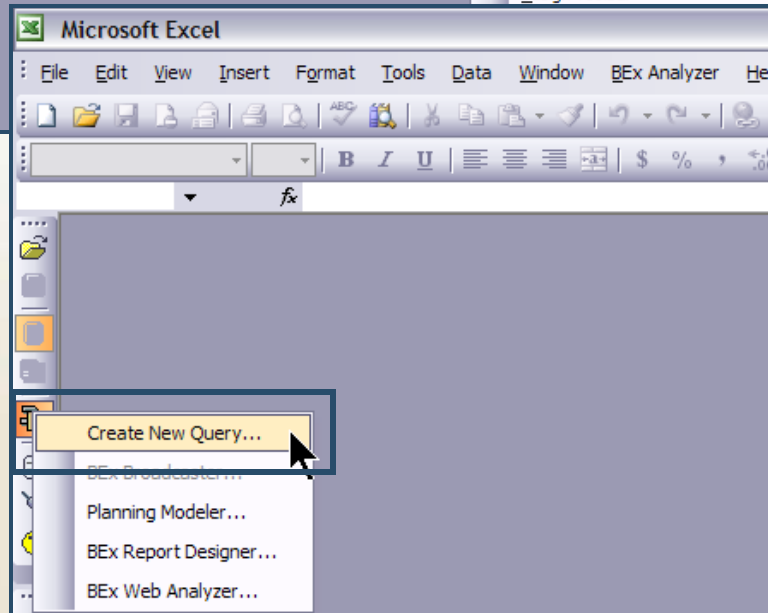
To open and modify an existing query:

- Click Business Analyzer from the menu.

- Select Tools.

- Create New Query.
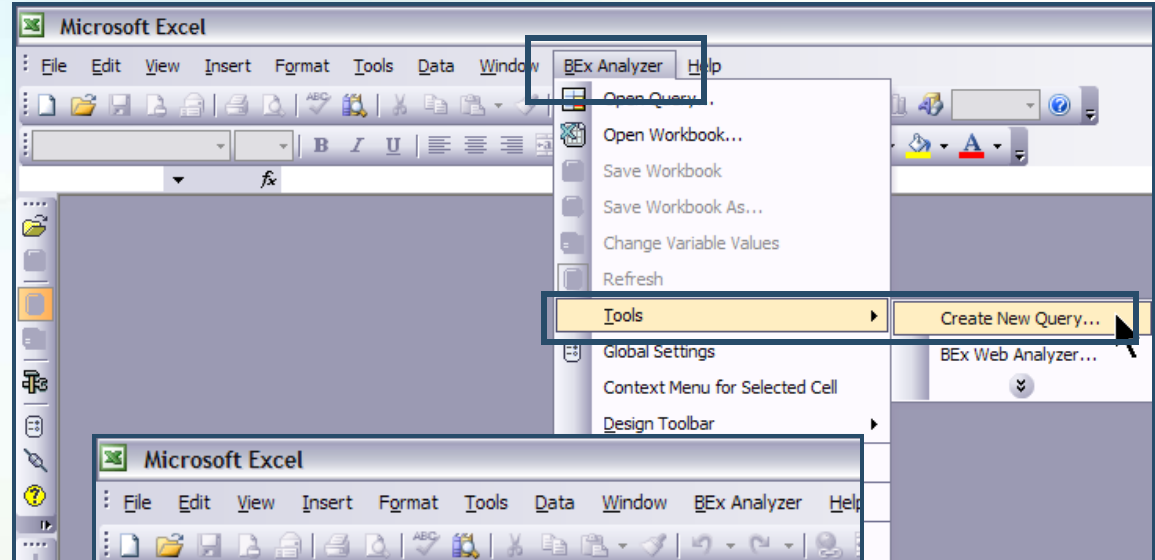
OR

1. Click the Tools icon from the BEx Query Analyzer toolbar.

2. Click Create New Query.

Continued...

Modifying an Existing Ad Hoc Query

4. Click the "Open Query" icon in the Query Designer.

5. Expand the Human Resources InfoArea.

6. Expand the Personnel Administration InfoArea.

7. Expand the Headcount and Personnel Actions InfoCube.

8. Select the query you want to modify.

9. Click Open.
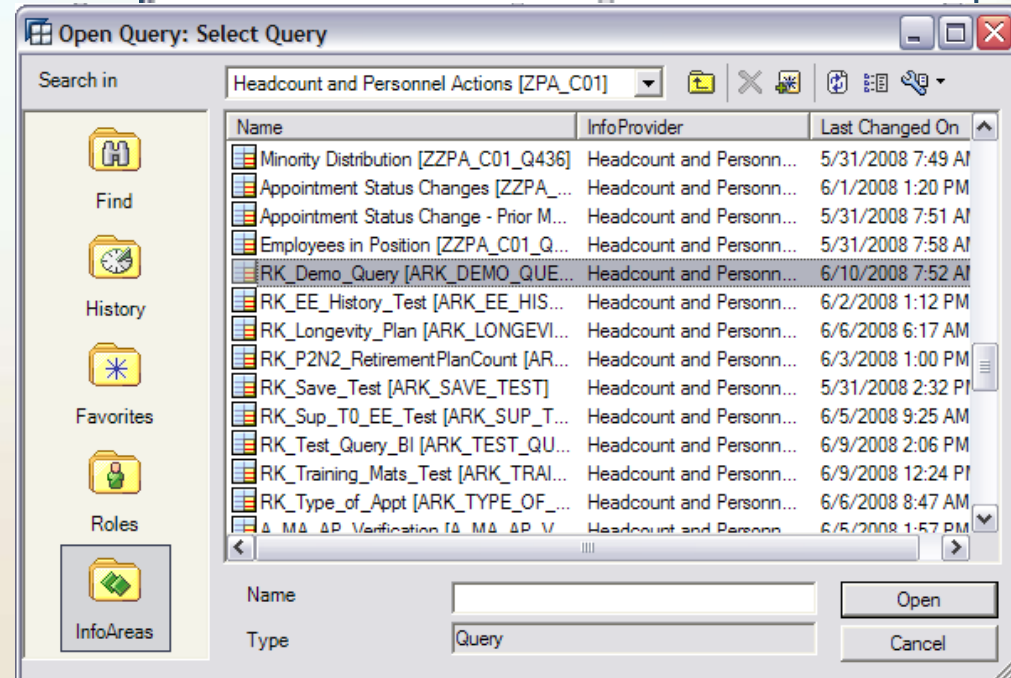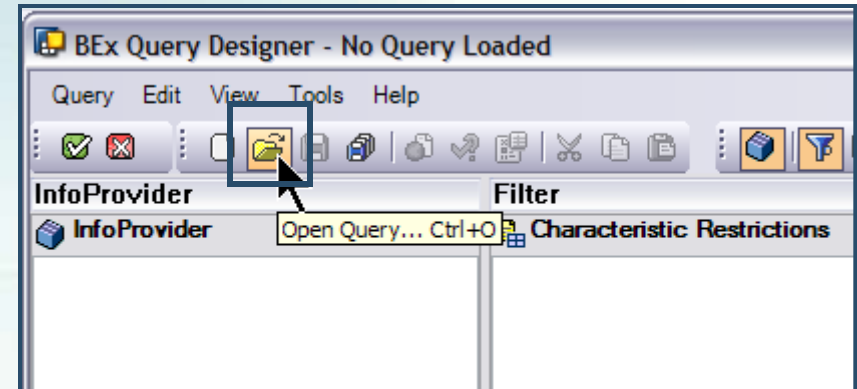
Continued...

Modifying an Existing Ad Hoc Query, Cont...

Result: The query is displayed in BEx Query Designer. See *BEx Query Designer – Modifying an Existing Ad Hoc Query* for instructions on modifying the query.
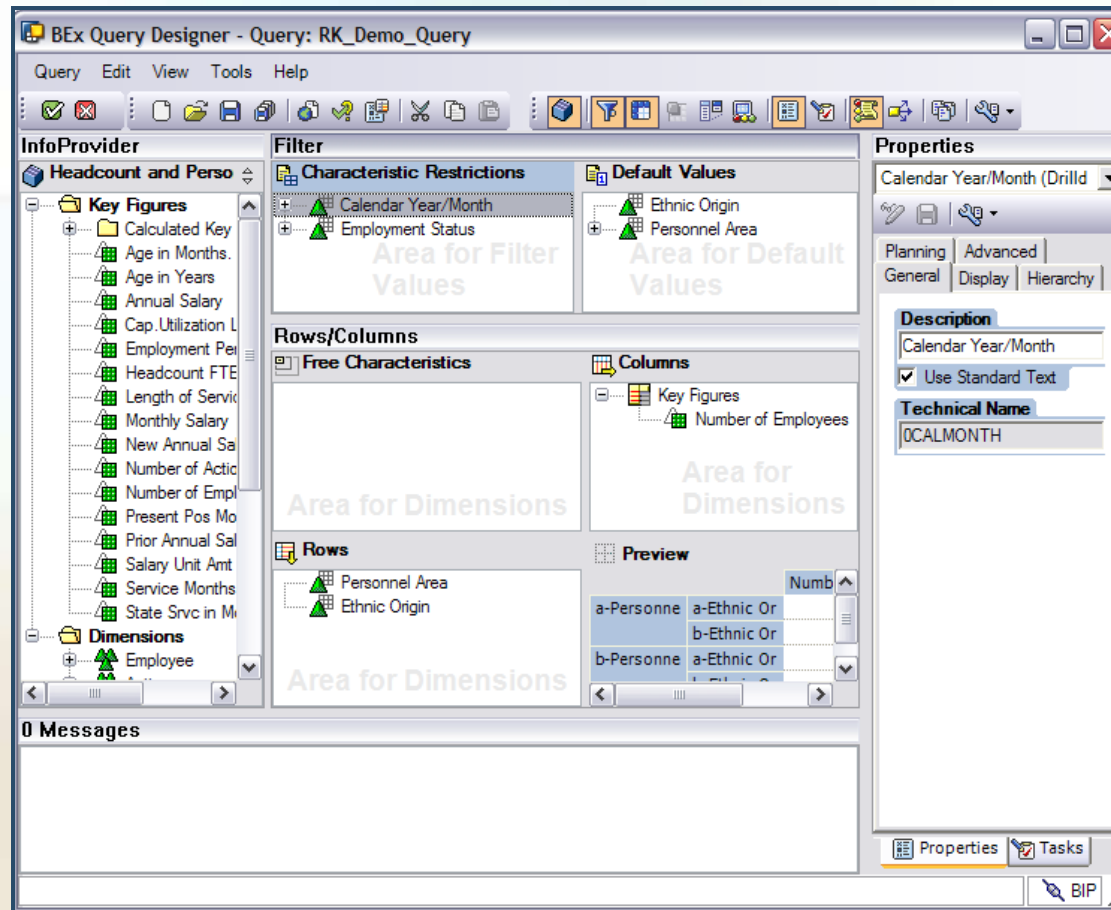
BEx Query Designer is opened from BEx Query Analyzer to modify queries.

Closing BEx Query Analyzer

To close BEx Query Analyzer:

1. Click the Close Window icon for all instances of MS Excel that have the BEx Query Analyzer BI toolbar options.